

SUPERVISOR OF JAIL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the jail facility of the police department, the primary duties of which include the care and supervision of inmates, maintaining safety and security within the jail facility, and the general supervision of lower ranking jail personnel. The Supervisor of Jail provides for the maintenance of the facility and equipment and the preparation and maintenance of records and reports. The employee of this class ensures that department policies and procedures are followed by subordinate personnel. The Supervisor of Jail works with limited supervision, and reports to and has work reviewed by the Police Lieutenant assigned to Jail Operations.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the jail facility by overseeing routine and specialized jail functions for the required welfare of inmates, including proper feeding, housing, medical attention, sanitation, and security. Purchases food and orders clothing for inmates. Provides for medical needs of inmates by administering first aid, performing CPR, or by contacting a physician if an inmate needs other medical attention.

Performs booking procedures for arrested persons brought to the jail, including searching, photographing and fingerprinting inmates, and completing necessary arrest records. Makes periodic inspections of the jail facility in order to maintain jail security and to insure that all safety precautions are followed. Performs inmate counts and searches to discover and confiscate contraband items. Screens and monitors visitors, inspecting packages to prevent smuggling of contraband, escape attempts, or any other prohibited activity. Operates security devices such as cameras, monitors, and manual and/or automatic locks.

Controls the movement of inmates within the jail facility. Supervises inmates and trustees in any activities taking place outside cells, such as work, recreational or rehabilitation activities. Drives or accompanies inmates to other locations such as court or medical facilities. Uses weapons and restraining devices as may be required in order to maintain control and security. Hears and counsels inmates with

grievances. Prevents or controls disruptive behavior and disciplines inmates for violations or infractions of rules according to departmental policies and procedures.

Supervises subordinate employees assigned to the jail facility. Provides training and motivation for all new jail employees, evaluating work needs and assisting subordinates in technical areas of work. Inspects the appearance of subordinate employees; assigns duty areas and work schedules for subordinates. Outlines responsibilities and explains procedures so that employees will know what results are expected from their performance. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department.

Monitors work pace and progress of assigned jobs to determine if procedural changes are needed. Sets task priorities and long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds meetings with jail personnel to exchange reports and information. Maintains discipline among subordinates by conducting corrective interviews and recommending disciplinary action to the appointing authority. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Observes and evaluates the operations of the division and takes steps to correct problems, recommending needed changes in department policy and procedure.

Purchases, organizes, stores and distributes equipment and supplies for the jail facility. Maintains an inventory of supplies needed in the jail. Keeps accounts showing money and assets of the jail. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Periodically checks jail kitchen and bath facilities to ensure they are in proper working order. Arranges for repairs and maintenance of assigned facilities or equipment, inspecting to assure that repairs were completed properly. Investigates all accidents involving department equipment and formulates procedure to avoid future occurrences.

Completes and files forms or records documenting jail activity such as receipt and release of prisoners, court appearances and food costs. Develops new forms or revises old ones to improve accuracy and efficiency of documentation. Retrieves records and reports from the files when requested by authorized persons. Reviews reports written by subordinates to determine if their jobs were completed in accordance with departmental procedures.

Reviews incoming communications, making assignments to staff or routing the work to the appropriate person or location. Coordinates the work of the division with related federal, state, and local agencies, relating information and giving assistance when needed. Keeps abreast and informs subordinates

of changes in regulations, laws, technical developments, new departmental policies, or related matters. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or for action to be taken. Answers inquiries and handles complaints from the public about the operation of the jail.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Jailer for at least one (1) year immediately preceding closing date for application to the board.